

6 MAY 1980

MEMORANDUM FOR: Director, National Foreign Assessment Center  
Director of Public Affairs  
Director of Training/DDA

FROM:

Director of Security

STATINTL

SUBJECT: Security Policy for University Student  
Group Visits to Headquarters Building

REFERENCE: Memo from D/Security, dated 2 April 1979,  
same subject (OS 9 0344)

1. Referenced memorandum outlined security policy and procedures relating to visits of university student groups to the Headquarters Building. Paragraph 3b of that memorandum specified that small groups can use the DCI, DDA or NFAC conference rooms if they are brought up on the DCI elevator.

2. There have been occasions since the inception of that policy when the use of the DCI elevator by visiting groups to the seventh floor conference rooms has caused some congestion and scheduling inconvenience to those who normally use the DCI elevator. Therefore, it is requested that sponsors of small groups discontinue the use of the DCI elevator and instead use the northeast elevator bank if they are destined for a seventh floor conference room. If logic suggests use of the DCI elevator would be advisable in a given situation, special prior arrangements can most likely be made with the DCI Security Officer.

3. All other provisions of the referenced memorandum remain in effect. Your cooperation is appreciated.

STATINTL



67710

FORM NO. 238 USE PREVIOUS EDITIONS

DOCUMENT CONTROL (13-40) MFG 10-79

|   |                               |                     |               |   |  |
|---|-------------------------------|---------------------|---------------|---|--|
| SEC. CL.<br><b>Uncl</b>   |                               | ORIGIN<br><b>OS</b> |               | CONTROL NO.<br><b>NFAC #3320-80</b>       |  |
| DATE OF DOC<br><b>6 MAY 80</b>  | DATE REC'D<br><b>6 MAY 80</b> | DATE OUT            | SUSPENSE DATE | CROSS REFERENCE OR<br>POINT OF FILING     |  |
| TO <b>D/NFAC</b><br>FROM <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span><br>SUBJ. <b>Security Policy for University Student Group Visits to Headquarters</b> |                               |                     |               | ROUTING<br><b>AS/NFAC</b><br><b>C/CAR</b> |  |
| <b>STATINTL</b>   |                               |                     |               | DATE<br>S. F.                             |  |
|   |                               |                     |               | <b>5/6</b>                                |  |
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| COURIER NO.   | ANSWERED                      | NO REPLY            |               | <b>2</b>                                  |  |

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL Security Policy for University Student Group  
Visits to Headquarters Building

FROM:

Director of Security  
4E-60, Hdqs.

EXTENSION

NO.

DATE

6 MAY 1980

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/NFAC  
7E-47, Hdqs.

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